Welcome

The Chair welcomed Dr Mic Spencer to his first meeting of the Graduate Board. Dr Spencer has been appointed as the Director of PGR Studies for the Faculty of PVAC with effect from 01 January 2013.

Minutes

The Minutes of the meeting held on 15 October 2012 were confirmed subject to the following amendments:

Under those listed as present delete Professor A Hayward and replace with Professor A Haywood

M 12/46 final bullet point delete “loose” and replace with “lose”.

Matters Arising on the Minutes

M12/04 Title of the Graduate Board

The Board’s proposal to change its title to ‘Research Degrees Board’ was submitted to Senate on 14 November 2012. A decision on the recommendation was, however, deferred pending the outcome of the wider review of PGR support.

M12/11 Graduate Board Representation on TSEB

It was reported that, following the last meeting, Dr Hugh Dyer had agreed to serve as the Board’s representative on TSEB for session 2012/13.

M12/20 and M 12/30 PGR Academic Fees (GB/12/41)

An extract from the Pricing, Scholarships and Financial Support Steering Group’s report to FMG (06/12/12) was laid on the table (Paper GB/12/41). The Chair informed members that FMG had been agreed to set full-time PGR Home/EU fees for session 2013/14 at £3950. This included a 3% increase on this year’s RCUK rate. Setting fees at this point was a break from the past when Home/EU fees has previously been set in March, after announcement of the fee rate by RCUK, for entry in September/October of the same year.

If the agreed University of Leeds fee (£3950) is higher than that set by RCUK in Spring 2013 then the difference in fee for RCUK students should be met by the parent School (note any difference is likely to be a few £10s).
The Chair informed the Board that, following the meeting of the PSFSSG, further analysis of the fee rate for international students at competitor universities had been carried out. The Group’s initial recommendation to set PGR fees in line with TP fees was subsequently amended following consultation with key members. The amendment to the recommendation occurred as it was agreed that it might disadvantage the University as the Leeds’ fees would be greater than those of universities with higher league table positions.

As a result FMG agreed that the University hold international PGR fees at the 2012/13 rate for 2013/14 entry with a view to more in-depth fees analysis and understanding of the role of pricing and development of a complimentary university-wide scholarships package for 2014.

The Chair confirmed that PGR international fees for 2013/2014 will be as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Arts</td>
<td>£12,500</td>
</tr>
<tr>
<td>Combined</td>
<td>£14,400</td>
</tr>
<tr>
<td>Science</td>
<td>£16,200</td>
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</tbody>
</table>

Further consideration would be given, by the Faculty of Medicine and Health, to the clinical rate academic fee for 2013/14.

Following questions from members the Chair explained that the full international student fee or the Home/EU fee + QR RDP supervision funding was distributed between the schools that supervise the student (the parent school confirms the proportion to each supervising school). The University central charge, including a “tax” per student FTE, was then made by the School. The difference between the fee income and the University central charge was therefore available to the School.

The Board was supportive of the Chair’s view that some of the fee income for a PGR student should go directly to the student’s supervisor to help to ensure the best PGR student experience.

Concerns were raised that in some areas of the University there was a perception that supervising PGR students was not economically viable. The Chair reminded members that PGR students were a strategic investment and it was essential that the University continued to encourage the brightest minds to work with us in securing a research intensive University for decades to come. PGR students were critical in helping to secure research grant (£120.4M) and QR (£47.9M) income for the University (2011/12).

Members discussed the various workload models in place across Faculties and Schools and, in particular, the allocations made for PGR supervision – both for sole and joint/co-supervision arrangements within those models. It was difficult, given the absence of a University-wide model, for the Board to make recommendations regarding allocation for PGR supervision. It was agreed that the Directors of PGR Studies would discuss with the Chair in more detail the various models in place across the University at a forthcoming Directors of PGR Studies Forum.

M12/29 Training Sessions for new PGRTs

The Chair informed the Board that from 2013 there will be a PGRT Forum twice a year and a separate annual meeting aimed specifically at the introduction of new PGRTs to the role, typically in September. These events would be organized by SDDU and would provide PGRTs with the opportunity to hear about developments in the research area and to discuss with colleagues the challenges faced.
The Board agreed that this provided a reasonable support package for PGRs when combined with the following:

- regular FGSC meetings at which PGRTs had the opportunity to raise and discuss issues. This was an important conduit for integrating PGRTs;
- an induction meeting with the Faculty Director of PGR Studies upon appointment (with support on an on-going basis as and when required).

The Board agreed that PGRTs should be strongly encouraged to attend the forums and those new to the role to the introductory meeting. Faculty Graduate School Committees and Directors of PGR Studies would be key to ensuring attendance.

M12/57 On-line Application Form

The Chair informed members that, as previously agreed, an ad hoc meeting had been held to discuss concerns raised about the existing on-line application form. Following the ad hoc meeting a detailed document highlighting the concerns identified had been prepared.

Concerns centred upon the view that the on-line form may potentially discourage students from applying to study at Leeds:

(i) as the format of the form may not be attractive to applicants (colour, look etc.) and some of the questions asked on the form may not be clear;
(ii) as the form had spelling and formatting errors;
(iii) as the form requests a 1,000 word research proposal on page 10, with little warning before hand. The research proposal is not a requirement for application to all Faculties.

Discussions have subsequently taken place to identify where responsibility rests for addressing the errors/issues identified and also to categorise these by quick, medium and long term fix.

The Chair informed the Board that PSAG, at its meeting on 12 November discussed the concerns identified. PSAG noted that a lack of resource available for support of IT systems may create a barrier to the required changes being made to the PGR Online Application Form. PSAG was in agreement that the form required work to ensure that it was not a deterrent to applicants for PGR studies at the University of Leeds.

PSAG noted that if the University was to meet the key strategic aim to increase the number of PGR students it was essential that that the process of application was as simple as possible and fit for purpose. PSAG raised concerns over the lack of resource available in this area and the adverse impact this may have on meeting the University strategic aim to increase PGR student numbers.

The Board proceeded to hold a lengthy discussion regarding on-line admissions for PGR focusing on current arrangements and longer term plans for a University on-line admissions system.

It was agreed that the current on-line form was unprofessional, dated and did not ask the right questions. It agreed that minor fixes to an inherently inadequate on-line form was not a satisfactory interim solution.

The possibility of removing the requirement for a 1,000 word research proposal was raised as this could potentially be a deterrent to some applicants. No decision was, however, reached on this suggestion as it was evident that a research proposal was required in some areas to enable applications are considered.
It was clear from discussions at the Board that “one size” would not fit all for PGR admissions.

The continuing delay in identifying and implementing a University wide fit for purpose on-line admissions system and long term solution was extremely frustrating. It was agreed that the serious deficiencies in the current on-line application form should not continue to be overlooked pending the outcome of deliberations regarding the implementation of a new system.

Besides the unacceptable risk that the existing on-line form was deterring applicants there was the additional risk that individual Faculties would lose patience and move towards developing their own bespoke admissions systems.

The Board wished to highlight the urgent requirement for an outwardly facing single route for PGR applications which would filter applications through to Faculty Graduate Schools. Any development must remove barriers to applications. An interim and a long term solution was required.

The Chair informed the Board that he would discuss the issues raised with Paul Barrett, Marketing Manager.

M12/72 CoP for PGRs Engaged in Teaching

It was reported that a decision, at University level, on the “status” of PGRs engaged in teaching activities was still awaited. As soon as a decision was reached the Working Group would resume its work with a view to implementing a revised Code of Practice with effect from session 2013/14.

M12/90 University Scholarship Competitions

Dr Oliver Harlen, Chair of the Group on Scholarships, Studentships and Prizes, responded to a suggestion made at the last meeting regarding the possibility of streamlining the University’s international scholarships competitions. He reminded members that there are just two types of scholarships available for international research students, Leeds International Research Scholarships (LIRS) and China Scholarship Council/University of Leeds Scholarships (CSC). Allowing Chinese students to apply for both scholarships through a single application process would cause confusion given the different procedures for CSC scholarships.

It was suggested that the comment made at the last meeting may have intended reference to the scholarship competitions for home students. Dr Harlen explained that apart from endowed scholarships, the only other such competition was the University Research Scholarship (URS). The URS competition was run by Faculties with deadlines set to best suit local needs. Endowed scholarships, for which funding was extremely limited given the current economic climate, were generally bestowed to the University by individuals to support research in specified areas which left little discretion for the University when allocating funding.

CHAIR’S STATEMENT

The Chair informed the Board that today, 10 December, was the deadline for feedback on the PGR Support Structures options paper. The outcome of the consultation would be the identification of a preferred model of support. Feedback received so far had shown little support for options 2 (a), (b) or (c). The main support had been for the following options:

Option 1: Streamlined and formalised central “hub” and 9 coherent Faculty Graduate units
Option 3: A single University Graduate School – which could still retain Faculty Graduate School Offices providing local support for staff and students.

The Chair explained that the difference between Options 1 and 3 could be in the governance structure. It was possible that the preferred option might be a hybrid of the two options which retain Faculty level provision but with a stronger centre promoting harmonisation of process and procedure and facilitating the sharing of best practice. It might also facilitate the provision of cross faculty cover of PGR support staff.

The changes would have the biggest impact on those Faculties which held a strong sense of federalism. Faculties operating a single Graduate School model were likely to experience the least change.

A preferred options paper would be presented to FMG early in January 2013. This paper would be available to members of the Board.

A member of the Board enquired about the deadline for submission of the PGR Needs Analysis. The Chair informed members that a paper had been presented to the Research and Innovation Board earlier today and the deadline was 28 March 2013. Pro-Deans for Research had been reminded that they should forward this section of the Annual Research Innovation Review (ARIR) which formed part of the Integrated Planning Exercise (IPE) to the Faculty Directors of PGR Studies for completion. The pro forma adopted would be largely the same as that used last year following earlier discussion and agreement with Faculty Directors.

Report from Leeds University Union (GB/12/25)

Josh Smith presented his update, as Education Officer, to the Board.

LUU had consulted at the request of the Board on the provision of desk space for research students. Discussions had taken place with PGR students and the PG Society on an informal basis. Whilst the outcome highlighted a mix of opinion, on balance, the general feeling was that there was insufficient desk space provision. Consultation showed a significant demand for an exclusive central common room for PGRs, a dislike for “hot desking” and a sense that the allocation of desks is sometimes inconsistent or unfair.

One member of the Board drew attention to recent consultation within her Faculty on desk space provision. This had highlighted that PGR students sometimes confused “desk space” availability with provision of a dedicated computer.

The Board recognised that organisation of desk space, and the associated provision of a dedicated computer, often required careful handling and bespoke communication with PGRs to ensure optimum use of limited resources and management of expectations.

The Chair of the Board expressed that it was his opinion that all full-time PGR students should be provided with their own desk space at the University.

Josh Smith also drew attention to matters highlighted in the report. In addition members of the Board were invited to encourage PGR students to consider putting themselves forward in the forthcoming Leadership Race for election to an LUU Executive post for 2013/14.

The Board thanked LUU for its involvement with the Showcase Conference and its valuable support. In addition it welcomed LUU’s growing involvement in welcome sessions for new PGRs.
STRATEGIC ISSUES

PGR Student Numbers at 01 December 2012 (GB/12/26)

The Board received data, provided by Strategy and Planning, which set out the following information broken down by Faculty/School:

- new entrants as at 1 December for Home/EU full-time and part-time and international students compared with forecast/plan numbers
- total numbers for Home/EU full-time and part-time and international students

The Chair noted that last year international student numbers for 2011/12 were slightly down and this year had also seen a modest reduction on last year’s numbers (5) which was also below the planned number.

Last year part-time Home/EU had seen a growth in the 3 year period up to 2011/12. In 2012/13 growth had been confined to a smaller number of faculties with a moderate increase in part-time students in Arts, PVAC, Environment, MAPs and FBS.

The overall number of new entrants is down on last year at the same time (headcount down by 45).

The Chair reiterated the pressing need for a professional on-line application system with quick turnaround times for all applications. This is essential if the University’s strategic aim to increase PGR student numbers is to be achieved. Increased marketing efforts are now underway and these include the University-wide PG Open Day (15/02/2013) and the development of a PGR guide. More funding applications have been and will be submitted to increase the number of scholarships available.

The Board was of the view that the University should increase the number of scholarships offered as there is evidence that competitor institutions are increasing their scholarship offerings and using creative marketing to promote these.

The Board discussed how other institutions might be funding increased scholarship opportunities for PGRs. Members were supportive of revisiting the possibility of using alumni funding for PGR scholarships.

The Chair encouraged members to lobby their Faculty/School for increased numbers of local scholarships and not just to rely on the centre for financial support. It was acknowledged, however, that coordinated and coherent provision of funding on a University level was more likely to make an impact.

The Chair agreed that Tracey Wilman, Research and Innovation Service be asked to survey the PGR scholarship offerings at competitor universities on the Board’s behalf.

It was agreed that the PGR Numbers paper (GB/12/26) be forwarded to FGSCs for discussion.

MATTERS FOR DISCUSSION

Equal Opportunities Monitoring 2010/11 (GB/12/27)

Kathy Aveyard (Equality Service) and Peter Coles (Strategy and Planning) attended the meeting for this item.
Peter Coles introduced the paper which compared disability, gender and ethnicity data for PGR students both for the University as a whole, and for each Faculty. In all cases the students examined were UK nationals only. The Board had asked, at its meeting in February 2012, that further analysis be carried out on the data on its behalf before a report was made back to the Board.

In almost every case, across different subject areas, the potential “pool” of UK PGR students, as approximated by the numbers of UGs gaining a 1 or II(i) degree each year, is proportionally higher than those actually commencing postgraduate study, where female, ethnic minority and disabled students are concerned. Leeds is not exempt from this trend.

Where Leeds faculties are compared to national PGR data for their subjects, there are few, if any, apparent causes for concern. Across a matrix of 9 Faculties, and 3 equality areas, (27 subsets of student in total) in only four of these has Leeds generally admitted a lower than average proportion of female, minority ethnic, or disabled PGR student in recent years.

The paper concluded that the data presented would seem to demonstrate that in equality terms, Leeds has a record at least as good as, and in many ways exceeding, its peers in the admission of PGR students, and that female, minority ethnic and disabled students are not disadvantaged.

The Board welcomed these findings and concurred with the view expressed by the Education Officer that Leeds should continue to champion equality of opportunity for all and this was consistent with its aims to increase PGR student numbers at Leeds.

One way to promote accessibility was to make the most of what the University has to offer (for example an excellent Equality Service) through tailored information on the University website for PGRs.

LUU agreed to consider including questions relating to future plans for PGR study on its survey of final year undergraduates to attempt to determine barriers to PGR entry.

Draft Guidance notes on the responsibilities of the PGRT (GB/12/28)

The Board received draft guidance notes on the responsibilities of PGR Tutors which had been developed from a paper taken to the Board in 2009 proposing a standard generic list of responsibilities in alignment with CoP for Research Degree Candidatures. Further updates had subsequently taken place to incorporate relevant recent developments (since 2009) and to ensure alignment with the role descriptor for Faculty Directors of PGR Studies which had been agreed by FMG during the summer. Discussions had also taken place at the Faculty Directors of PGR Studies Forum.

The views of the Board were invited and members were asked to send comments directly to Sally Edwards (s.edwards@adm.leeds.ac.uk) by 31 January 2013. It was agreed that consultation should also take place at Faculty Graduate School Committee meetings if the timescale allowed or via email circulation. The paper would also be sent directly to PGR Tutors for comment.

It was noted that both the role descriptor for the Faculty Director of PGR Studies and responsibilities of the PGR Tutor included a recommended workload release. The question of how the recommendations might be enforced was raised.

It was recognised that there were wide variations in practice across the University and that it was often even more difficult to secure release for roles which involved general University or Faculty level responsibilities than those held at School level.
The Chair encouraged Directors of PGR Studies experiencing difficulties to keep him informed of any discussions. He reminded Directors that their role descriptor and associated workload release had been agreed by FMG and where individuals had difficulties in securing this with their Head of School they may wish to refer the matter to the relevant Dean.

The appropriate workload release for Chairs of the Groups of the Graduate Board and how to ensure provision was made was also highlighted as an issue as the workload involved was significant.

UNIVERSITY BOARDS/COMMITTEES

The Board received Minutes from the following University Committees/Boards:

(i) Taught Student Education Board (21/11/12) (GB/12/29)
(ii) Research and Innovation Board (15/10/12) (GB/12/30)
(iii) University Research Ethics Committee (31/10/12) (GB/12/31)

The Board noted reference in M 12/44 of the TSEB Minutes to the development of a Proof Reading Policy together with supporting guidance. It invited TSEB to share the draft with the Graduate Board so that work might be undertaken to produce a policy document relevant to both PGR and taught students with input from the Board. It was agreed that the Graduate Board’s Plagiarism Group be invited to review the policy in the first instance. The Chair of PSAG informed the Board that he was happy to be involved in further discussions.

COMMITTEES/GROUPS OF THE BOARD

Research Skills Training & Development Academic Steering Group (25/09/12) (GB/12/32)

The Board received the notes of the meeting held on 25/09/2012.

Group on Scholarships, Studentships and Prizes Annual Report (2011-2012) (GB/12/33)

The Board received the Annual Report which included a report on estimated expenditure for 2012/13 (Annex I to paper GB/12/33). It noted that the financial statement would be forwarded to FMG.

Dr Harlen, Chair of the Group, highlighted potential difficulties for successful LIRS candidates commencing study in April, as students currently studying for a UK Masters degree would be awarded in December and their current student visa may expire prior to the student being able to start their new degree programme, leading to the student having to leave the UK between courses. To avoid potential difficulties with Tier 4 student visas in the future the Group had agreed that from session 2013/14 the start dates for students commencing study in the first round competition will remain as October but for the second round the date of commencement will be moved forward from April to January. It was agreed that it was too late to change the date for the scholarships already advertised for April 2013 entry.

Programmes of Study and Audit Group (12/11/12) (GB/12/34)

The Board received the Minutes of the meeting held on 12/11/2012. The Board considered a recommendation that a new Professional Doctorate programme in Paediatric Dentistry be established.
Professional Doctorate in Paediatric Dentistry

RESOLVED: that approval be given with effect from session 2013/14 to the following:

(i) the introduction of the Professional Doctorate in Paediatric Dentistry, as set out in Annex I;

(ii) amendments to the Regulations for Ordinance X set out below:

Regulations for Ordinance X

Insert new 34 as follows:

The degree of Doctor of Paediatric Dentistry

34. To qualify for the award of the degree of Doctor of Paediatric Dentistry each candidate must complete the requirements of the prescribed programme of study, training and supervised research in paediatric dentistry, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, and;
(b) Presenting himself/herself for an oral examination and other such tests as the examiners may prescribe.

Renumber existing paragraph 34 and onwards.

RECOMMENDED: that approval be given with effect from 2013/2014 to the amendment of the relevant articles of Ordinance X as set out below:

Ordinances and Regulations and Programmes of Study for Research Degrees 2012/2013

Ordinance X: Research Degrees

Article 1:

After “Doctor of Health and Social Care (DHSC)”

Insert “Doctor of Paediatric Dentistry (DPaedDent)”

Ordinance X – General

Article 5. (c)

After “DHSC” in the table, Insert a new table row and:

Insert “DPaedDent” in the first column;

Insert “3” in the second column (which corresponds with the Normal Minimum Period of Full-Time Study in calendar years);

Insert “5” in the third column (which corresponds with the Normal Minimum Period of Part-Time Study in calendar years).
Article 11

Insert new (f) as follows:

(f) The Degree of Doctor of Paediatric Dentistry.

It was noted that Programmes of Study and Audit Group would consider a programme of study entry and learning outcomes for the DPaedDent programme at its next meeting.

The School would be invited to recommend the appointment of an External Examiner for the programme for consideration by the Examinations Group.

Faculty Graduate School Committees (GB/12/35)

The Board received Minutes of meetings of FGSCs as follows:

- Biological Sciences (25/09/2012 and 21/11/2012)
- Business (24/09/2012)
- ESSL (21/11/2012)
- Environment (03/12/2012)
- MAPS (13/09/2012 and 19/11/2012)
- Medicine and Health (10/10/2012 and 27/11/2012)
- PVAC (14/11/2012)

Dr Tony Bromley drew attention to comments in Environment FGSC Minutes (M 28/05) regarding the advertising of skills training courses and calling for a more coordinated approach to this across the University. He assured the Board that work was currently in hand to address these concerns and undertook to contact Faculty Directors of PGR Studies directly with further information.

Examinations Group (08/10/12 and 12/11/12) (GB/12/36)

The Group received notes of the meetings held in October and November 2012.

ISSUES FOR REPORT

Action Taken by the Chair on behalf of the Board (GB/12/37)

The Board noted that the Chair, since the last meeting, had acted on its behalf to approve the following recommendations from the Programmes of Study and Audit Group:

(a) Minimum English language requirements

(i) amendments to the minimum English language requirements for ibtTOEFL as set out in Annex I to paper GB/12/37 and that these amendments were applied retrospectively to the start of session 2012/13;

(ii) amendments to the Code of Practice for Research Degree Candidatures (2012/13) as follows:

Additions shown using bold type and deletions using strikethrough

Footnote 5

The University's minimum English language entry requirements for admission of research students whose first language is not English are the British Council
IELTS band score 6.0 (with not less than 5.5 in any component) or internet based TOEFL (iBT) overall 87 with not less than 21-20 in listening, 22-20 in reading and 23-22 in speaking. Some Schools may require levels of achievement that are higher than the stipulated minimum.

The Board noted that consequential amendments would also be required to the nine Faculty/ and two Accredited Institution Protocols for the Implementation of the Code of Practice and to the RSA website where equivalent qualifications, approved by the University, were published: http://www.leeds.ac.uk/rsa/prospective_students/apply/entrance_requirements.html

(b) Doctor of Clinical Dentistry (D Clin Dent)

a retrospective amendment, with effect from session 2009/10, to allow for the award of the following 4 distinct programmes under the umbrella of the D Clin Dent degree type:

- Doctor of Clinical Dentistry (Restorative Dentistry)
- Doctor of Clinical Dentistry (Paediatric Dentistry)
- Doctor of Clinical Dentistry (Orthodontics)
- Doctor of Clinical Dentistry (Dental Public Health (DPH))

The Chair noted that distinct pathways for each of the awards were outlined in the programme of study entry for the degree of Doctor of Clinical Dentistry.

Leeds Postgraduate Researcher Conference (03/12/2012)

Dr Bromley laid a paper on the table (GB/12/41) that provided details of the winners of the competitions. He informed the Board that video clips of the 3 minute thesis competition and presentations had been captured and would be available on the University website. Similarly the posters and images were also available. The “Tweet your Thesis” competition would be taking place on Tuesday, 11 December 2012 and there were over 50 entrants.

The Chair thanked all those involved with the Conference for the fantastic work undertaken in putting on such a brilliant and successful conference.

Director of PGR Studies Role Descriptor (GB/12/38)

The Board received, for information, the role descriptor for Faculty Directors of PGR Studies agreed by FMG in the summer.

Paper for information

The Board received the following paper for information:


Any Other Unreserved Business

The Chair thanked the student representatives for attending the meeting. The possibility of including the student representatives in the circulation of anonymised reports from Research Student Appeal Groups was raised by the Chair. It was his view that it would be a useful learning experience for all concerned if general issues arising from the reports could be discussed in an open forum. It was agreed that further consideration would be given to this suggestion.
RESERVED BUSINESS

Reports from Research Student Appeal Groups (for information only) (GB/12/40 (a) – (c)) (R)

The Board received reports, for information, from 3 Research Student Appeal Groups that had recently concluded their enquiries and reached final decisions on individual research student appeals.

The Board noted that one appeal group (GB/12/40(a)) had referred a general matter for further consideration by the Examinations Group. The issue concerned related to the guidance notes made available to examiners.

It was noted that in second case, GB/12/40(b) the Group had identified a complete absence of supervisory records which was a breach of the University’s Code of Practice for Research Degree Candidatures and, in particular, the responsibility of the supervisor. The importance of maintaining such records was highlighted particularly where one to one supervision was involved. A short discussion took place about whether sanctions might be imposed upon a supervisor who failed to adhere to the Code. One suggestion was that permission to act as a “sole supervisor” might be removed from the individual concerned. The Board agreed to return to more detailed discussion of the issue at a later date.

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<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/107</td>
<td>Discussions of Faculty/School Workload Models with particular regard to the allocations for PGR supervision</td>
<td>Directors of PGR Studies Forum</td>
<td>By end of February 2013</td>
</tr>
<tr>
<td>12/123</td>
<td>Discuss the Board’s concerns about the on-line admissions form with the Marketing Manager</td>
<td>Chair</td>
<td>Immediately</td>
</tr>
<tr>
<td>12/130</td>
<td>Survey PGR Scholarships offerings at competitor HEIs</td>
<td>RIS (Tracey Wilman)</td>
<td>By end of February 2013</td>
</tr>
<tr>
<td>12/148</td>
<td>Discuss PGR Numbers at 01 December (paper GB/12/26)</td>
<td>FGSCs</td>
<td>By 04 February 2013</td>
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<tr>
<td>12/156</td>
<td>Consider including questions relating to future plans for PGR study on the final year UG survey to attempt to determine barriers to PGR entry</td>
<td>LUU</td>
<td>By end of February 2013</td>
</tr>
<tr>
<td>12/158</td>
<td>Feedback on draft guidance notes on responsibilities of PGRTs (GB/12/28) to Sally Edwards (<a href="mailto:s.edwards@adm.leeds.ac.uk">s.edwards@adm.leeds.ac.uk</a>) Hold discussions/consultations within FGSCs</td>
<td>All members /FGSCs</td>
<td>31/01/2013</td>
</tr>
<tr>
<td>12/164</td>
<td>Invite TSEB to share draft Proof Reading Policy with the Board’s Plagiarism Working Group</td>
<td>RSA</td>
<td>Immediately</td>
</tr>
<tr>
<td>12/166</td>
<td>GSSP Financial Statement arising from Annual Report to be forwarded to FMG</td>
<td>CN/OH</td>
<td>Immediately</td>
</tr>
<tr>
<td>12/185</td>
<td>Give further consideration to the possibility of sharing anonymised final reports from Appeal Groups with student representatives on Graduate Board to enable discussion of general issues arising</td>
<td>Chair</td>
<td>By end of February 2013</td>
</tr>
<tr>
<td>12/187</td>
<td>General issue arising from the report of an Appeal Group to be considered.</td>
<td>By Examinations Group</td>
<td>By 11 March 2013</td>
</tr>
</tbody>
</table>